

Information Technology Equipment Policy

The Bristol Warren Regional School District (BWRSD) provides Information Technology (IT) equipment, such as laptop computers and multimedia devices, to employees to support educational programs and the operation of schools and the school district. The purpose of this policy is to ensure appropriate use of district-owned IT equipment, to protect the district's investment in hardware, and to maintain the security of the district's network.

This policy is to be used in conjunction with the BWRSD Technology Responsible Use Policy GCQB (JFB).

It is expected that all employees of the (BWRSD) who use IT equipment, including laptops and multimedia devices, agree to the following guidelines and rules. Violation of these guidelines and rules will result in disciplinary and/or legal consequences:

1. All computer and multimedia equipment purchases must be approved by the IT department prior to any purchases, completion of grant applications, or requests to not for profit organizations. Please reference the BWRSD Fundraising Sales and Solicitation policy (IGDF) for additional guidance.
2. The employee agrees to follow all BWRSD regulations and policies governing the use of IT equipment, as well as all applicable State and Federal laws including copyright and intellectual property laws pertaining to software and information.
3. The employee shall not remove or alter any BWRSD identification labels or tags attached to/displayed on any equipment.
4. Only software approved by the IT department and owned by BWRSD may be installed on district-owned computers. All software must be installed by district IT personnel. Illegal use or transfer of copyrighted materials is prohibited.
5. The employee agrees to handle all IT equipment carefully and protect it from potential sources of damage. The employee also agrees to store all IT equipment in a safe and secure location. If any loss, damage, or destruction of school property is determined to be the fault of the employee, the BWRSD may charge the employee the lesser of the repair or replacement cost. Allowances will be made for normal wear and tear of equipment.
6. Any data that is hosted on the IT equipment is the responsibility of the employee. The BWRSD IT department is not responsible and does not support data on local hard drives or portable devices. Employees must take measures to securely protect any and all school department data that resides on the devices.

7. The Director of Technology (or designee) reserves the right to disallow and/or remove devices or software from the BWRSD network at any time, in the event they are no longer necessary, underutilized or not working properly.
8. Employees taking responsibility of IT equipment provided by BWRSD agree to these conditions by acknowledgment of compliance via electronic signature in the BWRSD site. The use of this equipment is strictly for BWRSD educational initiatives and BWRSD business operations.

Laptop protocols:

- a) When requested, all BWRSD laptops must be turned in to the IT department for inspection, inventory, updates, and random screenings.
- b) All BWRSD laptops must be connected to the school department's network (wireless or wired) a minimum of one-half day each month to allow for system updates.
- c) Personal laptops will be allowed to use the BWRSD network to connect to the Internet only. No use of network resources (printers, etc.) will be allowed in order to maintain security.
- d) Data hosted on personal laptops and devices is the responsibility of the employee. Should the employee host school department data on personal devices, precautions must be taken to provide security for the data. This practice is not recommended.
- e) The IT Department is responsible for reimaging devices upon return. The IT Department will destroy such data prior to recycling.
- f) Personal laptops are not supported by the BWRSD IT Department.

Statement of Compliance

"I have read and will comply with all guidelines regarding BWRSD owned equipment. I have read and agree to abide by all BWRSD policies and regulations regarding the use of equipment, including the BWRSD Employee Computer Use Policy (GCQB). I will immediately report to designated school department personnel any damage that may occur to BWRSD owned equipment. I accept responsibility for all damage or loss delineated above to any equipment assigned to me. I understand that if equipment is lost, damaged, or stolen, I may be responsible for the replacement cost. I will promptly return all BWRSD owned equipment, including accessories, when requested by designated school personnel. I will return all BWRSD owned equipment to designated personnel prior to my last day of employment and acknowledge that my last paycheck may be held by BWRSD until all equipment is returned."

ADOPTED: June 13, 2016

CROSS REF: Technology Resources Responsible Use Policy (GCQB)
 Fundraising Sales and Solicitation Policy (IGDF)